

**KANSAS REAL ESTATE COMMISSION**

**COURSE SCHEDULE UPDATE**

Please notify the Commission at least 15 days prior to any additions, changes or cancellations

☐ **ADDITION**

☐ **CANCELLATION**

☐ **CHANGE** (indicate change  
from and to)

**COURSE DATE(S)** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **LOCATION (city)** \_\_\_\_\_  
\_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_ **COURSE CODE:** \_\_\_\_\_  
\_\_\_\_\_

**SCHOOL NAME:** \_\_\_\_\_ **SCHOOL CODE:** \_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTOR NAME:** \_\_\_\_\_ **HOURS APPROVED:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Representative

Report "last minute" updates by calling Kelly White at (785) 296-2099

Mail form to: Kansas Real Estate Commission, Three Townsite Plaza, Suite 200, 120 SE 6<sup>th</sup> Ave., Topeka, KS  
66603-3511; **or**

Fax form to: Kansas Real Estate Commission, Attention: Kelly White, at (785) 296-1771; **or**

E-mail to: kelly.white@krec.state.ks.us